

## Volunteer Role Description: CAER Heritage Volunteer

### Project details:

CAER now has a brand new heritage community centre situated at the foot of an Iron Age hillfort in Caerau, Cardiff. Caerau is home to one of Wales' oldest settlements, has millennia of expansive history and has an incredibly deep sense of community.

CAER aims to create a space where local heritage and local people come together. We work with other teams in ACE to address needs or interests but we also open up opportunities for community members to join in with academic/heritage activities such as excavations, conservation work and education outreach.

Our volunteers will support with the weekly activities taking place with the CAER project but also offer support with the larger events which regularly take place.

**Volunteer Role** – CAER Heritage Gardening lead

**Project Lead** – Charlotte McCarthy (charlottemc@aceplace.org)

**Venue** – CAER Heritage Centre, Church Road, CF5 5LQ

**Time** – Various

### Desired Skills –

- Ability to work as part of a team
- Ability to communicate with community members and staff
- Interpersonal skills
- An interest in local community or history is desirable
- Commitment to equality and diversity and a genuine desire to help people

**DBS / Specific training required-** Yes

**Time Credits will be available for this role.**

### Volunteer responsibilities:

- Staffing the weekly community sessions (coffee mornings, Love our Hillfort, Gardening groups)
- Tasks to include: welcoming community members, making refreshments, facilitating discussions, supporting staff during activity (staff will outline tasks)
- Working with participants to plan activity
- Ensuring participants are comfortable using tools/equipment
- Being available to answer questions / requests for help from members
- Helping collect feedback from members to inform best practice.

### **Project lead responsibilities:**

- To manage the volunteer rotas, safeguarding and overall running of the session
- Responsible for the overall health and safety, manual handling and first aid.
- To advise and manage any strategic or practical changes to the project.
- To oversee purchases and spending for the project.
- To outline running order of sessions and distribute tasks and responsibilities.